

VCheck Users Guide



Virginia's Instant Criminal Background Check System for Firearms Dealers.

Introduction to VCheck

VCheck is Virginia's instant criminal background check program available via the Internet to all firearms dealers registered with the State Police Firearms Transaction Center (FTC). Approval numbers are generated in instant clearances, while transactions that require review or research are routed to the FTC for processing. The transactions entered by VCheck are available to the dealer for review on a daily and monthly basis. No special software is necessary. These instructions should be utilized in conjunction with the VFTP Dealers Procedures Manual.

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I. Program Availability

VCheck is available daily from 8:00 AM to 10:00 PM. For any questions regarding registration, getting started, resetting passwords or requests for assistance with a particular transaction, please contact the FTC Help Desk at (804) 674-2292.

II. Email Addresses

To ensure receipt of important notices or memorandums, please report any changes to email addresses to the FTC Help Desk. The FTC occasionally receives requests under the provisions of the Virginia Freedom of Information Act for email addresses associated with VCheck. To prevent disclosure of email addresses, users may request nondisclosure at the time of registration or later by contacting a member of the FTC.

III. Accessing VCheck

Type <https://apps.vsp.virginia.gov/fadealer> in the Internet address box. Enter User Name and password and click on LOG IN. For easy access, **after you have logged in**, you may create a *shortcut* or add this link to your *favorites*. Once logged in, the Homepage will be displayed.

IV. Homepage

This page contains current information regarding changes to the program or other announcements. This page also provides the telephone number and email addresses to the FTC for assistance and/or to request Virginia Firearm Transaction Record (SP-65) Forms.

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V. Reset Password

If you forget your password or need to have it reset for any reason, please contact the FTC Help Desk at (804) 674-2292. In this instance, you will be provided a new password and will be prompted to change your password as follows:

User Id: X000123

Old Password (provided by FTC for reset purpose):

New Password:

Re-enter Password:

VI. Enter Transaction

Via the box in the upper left hand corner, click on Firearms Transaction and select *New*. An asterisk indicates completion of the data field is mandatory.

DIN	The Dealer Identification Number (DIN) is automatically populated along with the business name.
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SELLER ID	The SELLER ID number must be identical to the Seller ID Number listed in Block 16 of the SP-65 form. This field does not capture the Seller ID of the person entering the transaction unless the person entering the transaction is also the person who completed Section B of the SP-65. The person entering the transaction is not required to possess a State Police-issued Seller ID number.
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DOCUMENT NUMBER	The Document number must be identical to the number listed in the top right corner of the SP-65.
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LAST NAME	Hyphens, periods, accents, or apostrophes will be rejected. For example, SIMS-JONES should be entered as
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SIMSJONES, or O'CONNELL should be entered as OCONNELL. Do not add suffixes (Jr., Sr., II, etc.).

FIRST NAME

If the customer lists the first name as one letter but the primary ID indicates a full name, please instruct your customer to correct the SP-65. You must enter the complete full first name of your customer.

MIDDLE NAME

If the customer lists the first name as one letter but the primary ID indicates a full middle name, please instruct your customer to correct the SP-65. You must enter the complete full middle name of your customer.

If the customer has no middle name, do not enter NMN or NONE; the field should be left blank.

RACE

Select from the drop-down box. If the SP-65 indicates a race other than on listed, select unknown.

SEX

Click Male or Female.

DATE OF BIRTH

Enter in mm/dd/yyyy format (March 15, 1962 is entered as 03/15/1962) or select from drop down calendar.

SOC

If the social security number is provided on the SP-65, it must be entered in VCheck. Otherwise, completion of this field is optional.

U.S. CITIZEN

Select either Yes or No. If the customer is a citizen, the corresponding data fields will default to United States. Another country may be selected from the drop down list if the citizen was born outside of the United States. If the customer is not a citizen, select the appropriate country from the drop down list. For all non-citizens, please indicate that

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you have received documentation to support the ninety day proof of residency (required by federal law) by clicking on the box beside *Ninety Day Proof of Residency Verified*. All non-citizen transactions will result in an initial delay for INS verification of lawful presence. The FTC will contact you to obtain exemption information for nonimmigrant transactions.

INS

All non-citizen transaction requires either an Alien Registration Number (ARN) or Visa Admission Number (I94), with no exceptions. Do not enter hyphens or symbols. The ARN must be an A plus nine digits and the I94 must be I94 plus eleven digits.

VA RESIDENT

Select Yes or No. If your customer is not a resident, select a state of residence from the drop down list.

TRANSACTION LOCATION

The field defaults to “Place of Business (VA Only).” If the transaction is occurring at a location other than your place of business, please select from the drop down list. The Gun Show (VA Only) option will produce a list of facilities for further selection. If at a gun show, do not choose Other. This choice produces a list of city and county jurisdiction names and codes and would apply only to an ATF approved special event location other than a gun show. In this instance, select the appropriate county or city from the drop down list. Please contact the FTC if you are unsure of the appropriate jurisdiction.

TRANSACTION DATE

Defaults to today’s date.

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FIREARMS TO BE TRANSFERRED	Enter the number by the category to be transferred. Do not enter zeros.
TYPE OF TRANSACTION	Only one type may be entered, and must be in compliance with requirements outlined in the Dealers Procedures Manual.
SUBMIT	Please review all fields for completeness and accuracy before the transactions is submitted. Errors will result in a “reject” response. If the data is submitted successfully, you will be prompted (at the bottom the screen) to “click here to view today’s transactions.” Today’s transactions may also be accessed via the box in the upper left hand corner by clicking on “search” under Firearms Transactions.

If an error or discrepancy is found at any time after the transaction has been submitted, please notify the FTC for assistance immediately. It may be necessary for an additional background check to be completed by the FTC to ensure lawful eligibility of the prospective purchaser.

VII. Search Transactions

1. To bring the most recent transactions to the top of the page, you may click on “submitted date” which will place the transactions in time of day order.
2. Click on the hour glass at the far right (under Action) to view the transaction details.
3. Click on the heading of any column to sort that column either alphabetically or numerically.

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4. Click on “search” (upper left of the screen) and “Advanced Search” (upper right of the screen). Searches will occur pursuant to the criteria entered.
5. Approved transaction information is available for up to 30 days from the date of approval.

VIII. Sort Transactions

Transactions may be sorted by “Delayed,” “Recent Approvals,” “Recent Denials” or “Additional Information Required.” Click on the heading of any column to further sort that column either alphabetically or numerically.

IX. Transaction Status

DELAYED This status indicates, only, that the customer did not receive an instant clearance. This status does not infer that the individual will be denied. Continue to check for a status change.

RECENT APPROVALS This status is updated upon each refresh of the page. The number of additional approvals added since the last refresh will be indicated.

RECENT DENIALS This status is updated upon each refresh of the page. The number of additional denials added since the last refresh will be indicated. A denied transaction indicates the prospective purchaser is not eligible to purchase the firearm. .

ADDITIONAL INFO REQUESTED This status will locate any transactions awaiting additional information to be entered due to delayed status.

IN RESEARCH This status indicates the delayed transaction requires additional research. This status generally indicates a decision

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	of eligibility will exceed one day.
NO SALE	This status indicates an approved transaction did not result in the actual transfer of the handgun.
REJECT	There is an error in the transaction. If this status reoccurs after corrections are made, contact the FTC Help Desk for further assistance.
TECHNICAL DIFFICULTY	All databases were not available at the time of search. Do not reenter the transaction. Contact the FTC for assistance, or watch for an announcement from the FTC.
SYSTEM DISABLED	An administrator may need to disable the program and will provide an explanation on the VCheck Homepage. Transactions entered during this time will be held in queue and automatically processed once the program is returned to full service.

X. Billing

To view billing and payment information posted to your account click on “Billing” located on the left hand side of the screen and select either “Invoices” or “Payments”.

XI. Contact Information

Help Desk (804) 674-2292

Shift Supervisor (804) 674-2786

FTC Manager: Donna K. Tate (804) 674-2210 Donna.Tate@vsp.virginia.gov